

SRSD Reporting Guidelines

GENERAL INFORMATION

The Single Record Student Database (SRSD) includes discrete information about individual children such as age, gender, race, ethnicity, and program participation. All children who receive classroom or home-based Michigan School Readiness Program (MSRP) services funded through state aid (including sub-contracted programs) must be entered into the SRSD. (In addition, children who attend another preschool classroom program fund by Title I, tuition, or other sources must also be entered into the SRSD).

CONSORTIUM INFORMATION

For districts that participate in consortia, SRSD reporting must be done by the LEA/ISD to indicate the child's resident district that provides the MSRP services. As a result, field 4 of the SRSD must also be completed.

PARENT INVOLVEMENT AND EDUCATION PROGRAMS AND SERVICES

Some LEAs choose to utilize MSRP funds for Parent Involvement and Education (PIE) programs. If your agency utilizes funds in this way, do not use the SRSD to report on this activity. This information is collected separately by the Michigan Department of Education (MDE) via the Michigan Electronic Grants System (MEGS) and the Participating Resolution. The SRSD is for the reporting of student information, not program information. At this time, information on individual children who may receive services from this option is not collected through the SRSD.

REPORTING PERIODS AND SUBMISSION REQUIREMENTS

Each LEA has personnel identified to enter SRSD data. MSRP lead contacts must familiarize themselves with the personnel and data entry process in place in their district or ISD/RESA/RESA.

The data collection process for the SRSD has three reporting periods during the year. Please follow this link for dates specific to this fiscal year:

http://www.michigan.gov/documents/MEIS0607Tmln_164243_7.pdf

LEAs must provide SRSD data a minimum of two times each fiscal year. Because MSRP grantees are not required to begin programming prior to October 1 of the fiscal year, they must submit data during the spring and end of year reporting periods to meet the minimum (two) data submission requirements.

To reiterate, MSRP grantees are not required to submit SRSD data during the fall reporting period.

FOR ADDITIONAL HELP

Attached is a document specifying what fields are required for entering information on MSRP children into the SRSD.

QUESTIONS

Please Contact:

-CEPI - The Help Desk for the SRSD: 517-335-0505 or Help-Desk@michigan.gov

-Office of Early Childhood Education & Family Services Supervisor- Bill Witt: 517-373-8512 or wittbc@michigan.gov

-Office of Early Childhood Education & Family Services Department Specialist - Gary Schafer: 517-335-2875 or schafergl@michigan.gov